

PROTOCOL FOR RECORDINGS AT MEETINGS

1. INTRODUCTION

- 1.1 This Protocol provides guidance to members of the public or press who wish to record proceedings at any of the Council's public meetings in accordance with the Openness of Local Government Bodies Regulations 2014.
- 1.2 Tewkesbury Borough Council supports the principles of openness and transparency and allows recording at its meetings that are open to the public, subject to the provisions of this Protocol.
- 1.3 The Council already makes facilities available for reporting on its meetings and these include:
- Publication of Agenda, Reports and Minutes on the Council's website; and
 - Provision of a 'public gallery' from which the proceedings of meetings can be observed – including a designated area for the press.
- 1.4 For the purposes of this Protocol, 'recording' includes sound recording, photography and filming.

2. BEFORE THE MEETING

- 2.1 There is generally no requirement for those wishing to record proceedings at a meeting to notify the Council in advance. However, as a matter of courtesy, anyone wishing to record proceedings at a meeting is requested to make the Mayor/Chair aware that they wish to do so before the meeting starts.
- 2.2 Those intending to bring large items of equipment, or who may have special requirements, are requested to contact Democratic Services in advance of the meeting to seek advice and guidance.
- 2.3 The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.

3. AT THE MEETING

- 3.1 Notices will be displayed in the meeting room advising those present that the proceedings may be recorded, and meeting Agenda will also carry this message.
- 3.2 Recording must take place in such a way as to ensure that the view of Councillors, Officers, the public and press is not obstructed.
- 3.3 Where any meeting goes into exempt session, all recording equipment must be switched off and removed from the meeting room.
- 3.4 Those undertaking the activities referred to in this Protocol must not act in a disruptive manner which could result in exclusion from the meeting.

4. AFTER THE MEETING

- 4.1** Any recordings made of Council proceedings should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by Councillors, Officers or others speaking at the meeting or in a way that infringes the core values of the Council. This includes refraining from editing the views being expressed in a way that may ridicule or show a lack of respect towards those being recorded.
- 4.2** The Council takes no responsibility for any recording made by a third party or its subsequent use.